



DEPUTY
ADMINISTRATOR

DEPARTMENT OF THE TREASURY
ALCOHOL AND TOBACCO TAX AND TRADE BUREAU
WASHINGTON, D.C. 20220

MEMORANDUM TO ALL TTB EMPLOYEES

DATE: August 8, 2008

SUBJECT: 2008 Federal Human Capital Survey

The U. S. Office of Personnel Management (OPM) will begin administering the Federal Human Capital Survey on Monday, August 11, 2008. All TTB employees will be notified directly by OPM in the next few days on the procedures for completing the survey. Please be assured that, as in the past, your responses are voluntary and will be kept confidential. OPM will combine your responses with others from our Bureau and will analyze responses across Government and for each agency/bureau.

John and I encourage you to complete the survey. Your feedback from the previous surveys has been very valuable to us as we strive to be the best organization to work in.

If you have any questions, please contact Dierdre Williams, our Human Resources Specialist, or the contact information provided in the survey for OPM.

Thank you very much.



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